
Alumni Industry Networks **ILC Roles & Responsibilities**

Industry Leadership Council Member Position Description

An Industry Leadership Council (ILC) member is a position of volunteer leadership and will actively engage with, and advise, the staff of the Office of Alumni Relations (OAR) in the creation and execution of industry-based programs, both in-person and on-line. An **ILC member** will take an active role in all facets of industry-based programming that strengthens and promotes an invested alumni community.

Why Volunteer?

As a volunteer leader, you will be in the unique position to represent the university at various events and champion our goals and priorities within the alumni community. Our volunteers help the university develop programming to engage a variety of audiences and encourage more alumni to stay connected with their alma mater. You will also have the opportunity to build your own connections with fellow GW alumni and help ensure that we are reaching as many new alumni as possible. Volunteering is a great way to make an impact at GW and have your voice heard.

Major Duties & Responsibilities

- Understand and embrace the mission and values of the university and OAR, serving as a university ambassador on behalf of the industry network.
- Advise the OAR in the strategic creation and execution of industry-based programming, both in-person and on-line, to engage alumni at all professional levels and in geographic regions around the globe.
- Assist in the planning and execution of in-person industry-based programming when event is local to your area. This includes staffing the events when possible.
- Serve as ambassadors for industry-based programming in interactions with other GW alumni networks to increase awareness of GW's Alumni Industry Network(s).
- Promote industry-based programming via *LinkedIn*, Career Connect and other designated platforms to increase alumni awareness and participation. This may also involve personal outreach (via email or phone) to local alumni.
- Support OAR volunteer manager's efforts in collaborating with regional alumni network leaders, school -engagement officers, and other key stakeholders in the creation, promotion, and execution of both industry-based and university – wide programming.
- Support the philanthropic efforts of the university by making an annual contribution to the area of your choosing and serve as an advocate for other university philanthropic priorities.

- Serve as a GW Giving Day Advocate, helping us to promote university philanthropy efforts and priority funds.

In addition to the duties and responsibilities noted above, the ILC member is expected to:

- Attend (if available) and participate in any scheduled meetings/calls with the ILC and/or your OAR staff liaison. Meetings may be held virtually or occasionally be held in-person with the option of participating virtually. These meetings will all be facilitated by the ILC chair and/or the OAR volunteer manager.
- Regularly communicate with fellow ILC members and the OAR volunteer manager.
- Represent the university and Network in a professional manner.

Roles within the Industry Leadership Council:

Chair

- Lead ILC meetings and discussions in partnership with volunteer manager
- Work with volunteer manager to coordinate volunteer recruitment efforts for industry networks
- Ensure that remaining ILC volunteers understand and meet expectations.

Communications Chair

- Assist with sharing all industry network event listings via social media, email and any other appropriate avenues
- Post 3-4 discussion topics/questions each year to the group LinkedIn and/or Career Connect pages relating to industry news or relevant issues, and help moderate any ongoing discussion that is prompted.

Training

- The Office of Alumni Relations will host volunteer trainings throughout each year, for all GW alumni volunteers.

Time Commitment

- Members of an ILC are expected to serve a two-year term and may be assessed for renewal by the OAR at the conclusion of the second fiscal year.
- Members of an ILC are expected to attend and participate in any scheduled council meetings/calls. Typically there will be at least two ILC meetings per year.
- If a member is an event lead, there may be additional time spent planning the event and communicating with the OAR staff liaison leading up to the event.

- ILC members may complete most volunteer tasks at their leisure within the deadlines determined by the ILC and the OAR.

Annual Philanthropic Expectation

Members of an ILC are expected to make an annual gift to GW each fiscal year, **at a level of their comfort**. The GW fiscal year runs July 1- June 30.

They may support any area of the university with their annual gift. **All gifts, no matter the size, greatly impact our students, faculty, academic departments, and student organizations.**

Members can make a one-time gift or consider a monthly sustainable gift to provide on-going support for the university and current students.

While there is no requirement regarding the amount of the gift each year, we hope you'll consider giving at the [Luther Rice Society](#) level, which has a sliding scale depending on when one graduated from GW.

- \$250+ for alumni within 5 years of graduation (\$21/month)
- \$1,000+ for alumni 5+ years after graduation (\$84/month)

Thank you for your generous support now and moving forward!

Staff Contact

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